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MEMORANDUM FOR: Director of Personnel

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Time-in-Grade Guidelines

REFERENCE: Your Memo dated 24 May 1985, Same Subject

1. In order to obtain the current sentiment on the DA's time-in-grade guidelines (TIG), we requested that all of the Office Directors provide, via their personnel officers, their position on the subject. The results were then discussed at the DA personnel officer subgroup meeting on 10 June 1985, and there was near unanimity within the other 8 subgroups not to change the TIG at this time.

2. All other subgroups are satisfied with the current DA TIG guidelines, and believe that their evaluation panels and boards are operating with responsibility and flexibility in recommending personnel for promotion, TIG notwithstanding.

3. I think it important that our Directorate have a standard for TIG for all its offices to follow but provide flexibility for offices to waive where necessary to accommodate individual cases within their career subgroups. To have an office establish a different standard simply leads to more confusion for our employees and lowers morale. In the case of longer TIGs it also impacts on our ability to recruit. With respect to your immediate need to lengthen TIGs at certain grades, I would suggest that in lieu the OP panels be reminded that TIGs are guidelines only and their deliberations on promotions must take into consideration the current situation within OP.

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4. In sum, to tamper with the DA TIG at this time (other than the changes being implemented Agency-wide for certain secretarial grade levels as a result of the GSB-7 pay level), would be sending the wrong message to our DA careerists and possible applicants.

/s/ Harry

Harry E. Fitzwater

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